

1. All criminal activity involving a firearm is reviewed by a police officer assigned to Project Safe Neighborhood (PSN).
2. The officer then checks the criminal history of the individual to find if he is a prohibited person.
3. While this is being done the officer also traces the weapon through the National Trace Center to check for the following:
 - a. Purchase date
 - b. Purchaser
 - c. Seller
 - d. Stolen
 - e. Prior trace history
4. This information provides the officer with a quick history of the firearm. A trace can show where the gun originated and where it has been before arriving in our state and used in a gun crime.
5. After the criminal history and weapons trace is completed, the PSN officer meets with the designated PSN Prosecutor from the Pottawattamie County attorney's Office for further review. At that time the PSN officer and prosecutor review the case together and determine if the community interest would be better served in State or Federal Court. Determining factors include but are not limited to; criminal history, severity of violation, maximizing incarceration if found guilty and other factors.
6. PSN Officer and Prosecutor meet on a bi-weekly basis with an Assistant United States Attorney (AUSA) from the Southern District of Iowa from Des Moines, Iowa. At this meeting the case is further reviewed and either accepted or declined for Federal prosecution.

7. If a case is declined it will be handled in State court. If a case is accepted by the AUSA, the PSN Officer, who is also a Task Force Officer with Bureau of Alcohol, Tobacco, Firearms and Explosives, completes a federal prosecution packet and submits that packet to the AUSA.
8. PSN Officer then presents case to grand jury for indictment and appears at subsequent court hearings regarding the indicted defendant.